

Pursuant to Local Rule 12.01(D), all attorneys admitted to the Bar of the Eastern District of Missouri must renew their membership every four years. The deadline for submitting your re-registration form along with the \$20.00 re-registration fee is January 31, 2007. Even attorneys admitted to practice in 2006 must re-register. To re-register on line complete the following two steps:

STEP 1: VERIFY YOUR PERSONAL INFORMATION (i.e. name, address, telephone number, fax number and e-mail address). LOGON to the Court's website at www.moed.uscourt.gov. Select the CM/ECF button. Next select "Login to the Live ECF/PACER System.

USING YOUR DISTRICT COURT ASSIGNED CM/ECF LOGIN AND PASSWORD LOGON TO CM/ECF (Note: Do not use your Bankruptcy Court or Pacer login) FROM THE BLUE BUTTON BAR IN CM/ECF, SELECT "UTILITIES"

FROM THE MENU SELECT "MAINTAIN YOUR ACCOUNT"

MAKE ANY CHANGES OR CORRECTIONS TO YOUR INFORMATION

[NOTE: IF YOUR NAME IS LINKED TO A LAW FIRM YOU WILL NOT BE ABLE TO CHANGE YOUR INFORMATION. PRINT THE INFORMATION SCREEN, MAKE CHANGES AND MAIL OR FAX THE CHANGES TO THE U.S. DISTRICT COURT.]

CLICK "SUBMIT"

STEP 2: RE-REGISTERING FOR THE EASTERN DISTRICT OF MISSOURI

FROM THE BLUE BUTTON BAR SELECT "CIVIL"

FROM THE MENU SELECT "Reregistration"

SELECT THE EVENT "2 PAY RE-REGISTRATION FEE"

ENTER CAUSE NUMBER 4:06MC9999 Will be displayed.

[NOTE: THIS IS A GENERIC CASE NUMBER TO BE USED FOR ATTORNEY RE-REGISTRATION ONLY.]

CLICK "NEXT" UNTIL YOU COME TO THE SCREEN THAT ASKS YOU TO

ENTER YOUR BAR NUMBER. ENTER YOUR DISTRICT COURT BAR NUMBER.

SELECT ONE:

WAS THE INFORMATION CORRECT, INCORRECT,

CLICK “NEXT”

YOU HAVE NOW ENTERED THE ON-LINE PAYMENT INFORMATION SCREEN

ENTER YOUR PERSONAL INFORMATION

ENTER YOUR PAYMENT INFORMATION

CLICK “CONTINUE WITH PLASTIC CARD PAYMENT”

ENTER E-MAIL INFORMATION

SELECT THE BOX “I AUTHORIZE A CHARGE TO MY CARD ACCOUNT IN
ACCORDANCE WITH MY CREDIT CARD ISSUER AGREEMENT”

CLICK “SUBMIT PAYMENT”

CLICK “NEXT”

**[REMINDER: PRESSING THE “NEXT” BUTTON ON THIS SCREEN
COMMITTS YOU TO THIS TRANSACTION. YOU WILL HAVE NO FURTHER
OPPORTUNITY TO MODIFY THIS TRANSACTION IF YOU CONTINUE.]**

CLICK “NEXT”

YOU HAVE NOW RE-REGISTERED FOR THE BAR OF THE EASTERN DISTRICT
OF MISSOURI. **THANK YOU!**